

RETENTION ACTIVITIES CHECKLIST

For use of this form, see Fort Knox SOP 1-98 - Retention Activities

COMMAND:	DATE OF VISIT:	
COMMANDER:	CAREER COUNSELORS:	
SECTION A - REENLISTMENT OFFICE		
	YES	NO
1. Is the reenlistment office adequate, neat, clean, and furnished and consistent with available resources?		
2. Are there sufficient signs throughout to identify the location of the reenlistment office?		
3. Is the reenlistment office centrally located and convenient for the majority of personnel?		
SECTION B - SELECTION, ASSIGNMENT, UTILIZATION OF CAREER COUNSELOR/REENLISTMENT NCO		
1. Does the command have either a PMOS Career Counselor or full-time Reenlistment NCO assigned?		
2. If a full-time Reenlistment NCO is assigned, has an appointment been made in writing?		
3. Are Career Counselors/full-time Reenlistment NCO assigned additional roster type duties?		
SECTION C - REENLISTMENT PUBLICITY		
1. Are there any locally developed Retention/Transition Publicity Items (RPIs)?		
2. Does the unit receive Retention/Transition Publicity Items (RPIs) from higher headquarters?		
3. Are retention posters and displays featured in all locations frequented by enlisted personnel?		
SECTION D - ADMINISTRATION		
1. Is the unit conducting quarterly training?		
2. Are training records being maintained for 12 months, to include lesson plans and a list of attendees.		
3. Has the command published a Retention Incentive Awards Program?		
4. Is the retention office publishing quarterly missions and monthly statistics.		
5. Does the retention office maintain reenlistment eligibility rosters for 12 months? Are rosters correctly purified?		
6. Are formal quarterly retention inspections conducted on subordinate units?		
7. Are copies of quarterly retention inspections on file for the past 12 months?		
8. Is the Bonus Extension and Retraining (BEAR) Program properly administered?		

SECTION D - ADMINISTRATION (Cont.)																											
								YES	NO																		
9. Are retention personnel familiar with established procedures for safeguarding the RETAIN equipment?																											
10. Are AC personnel making referral of those soldiers separating to the Transition Office?																											
11. Are BTR reviews processed IAW established procedures?																											
12. Are retention personnel familiar with counseling statement procedures for those soldiers refusing to meet service remaining requirements?																											
13. Are DA/TRADOC RETAIN messages on file?																											
14. Does the command meet required suspense date to its higher headquarters?																											
15. Are required publications current and available at the retention facility?																											
SECTION E - ATTAINMENT OF OBJECTIVE																											
<div style="display: flex; justify-content: space-between;"> QTR: FY: </div>																											
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> INITIAL TERM <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th style="padding: 2px 10px;">OBJ</th> <th style="padding: 2px 10px;">ACC</th> <th style="padding: 2px 10px;">%</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table> </div> <div style="text-align: center;"> MID-CAREER <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th style="padding: 2px 10px;">OBJ</th> <th style="padding: 2px 10px;">ACC</th> <th style="padding: 2px 10px;">%</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table> </div> <div style="text-align: center;"> RESERVES <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th style="padding: 2px 10px;">OBJ</th> <th style="padding: 2px 10px;">ACC</th> <th style="padding: 2px 10px;">%</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table> </div> </div>										OBJ	ACC	%				OBJ	ACC	%				OBJ	ACC	%			
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SECTION F - COMMENTS, OBSERVATIONS, AND RECOMMENDATIONS																											
GENERAL COMMENTS:																											
VISITOR'S TYPED NAME, RANK, AND TITLE				ORGANIZATION RETENTION DIVISION		SIGNATURE																					